

Mentoring/Tutoring Programs

1. PURPOSE

This Directive sets forth Marketing and Regulatory Programs (MRP) policy and procedures for employee participation in agency-sponsored mentoring/tutoring programs.

2. COVERAGE

Participation in mentoring/tutoring programs is open to field and headquarters employees who:

- a. Are on permanent appointments or appointments of more than 1 year, and on any tour of duty (e.g., full-time, part-time, intermittent, or mixed tour).
- b. Have completed a Participation Form, with the signature of their immediate supervisor. Participation forms are valid for 1 year and must be renewed on an annual basis. If participation interferes with the mission of the agency, participation may be denied or terminated.
- c. Are willing to follow the terms of the Memorandum of Understanding executed between the school and the employees=agency.

3. POLICY

It is MRP policy that:

- a. Employees must obtain supervisory approval before volunteering. Accomplishment of the Agency's mission takes precedence over employees' participation.
- b. Agencies may provide employees with up to 2 hours of excused absence per week to volunteer at agency-sponsored schools.
- c. Employees are encouraged to participate in mentoring/tutoring programs by volunteering at agency-sponsored schools as mentors, tutors, science fair judges, career/college days, etc.

4. AGENCY COORDINATORS

Each school has a liaison who will assist employees by providing orientation information on school procedures and how to be successful mentors/tutors. The liaison also will coordinate employees' participation in special events at the school.

If you are in:	Then your coordinator is:
AMS	KENNETH.R.JOHNSON@USDA.GOV
APHIS	http://www.aphis.usda.gov/mrp/pie/index.shtml
GIPSA	P&S Programs Peggy.L.Smith@usda.gov FGIS Programs sidney.u.allen@usda.gov

Agency-designated Program Coordinators will have a list of agency sponsored schools <http://www.aphis.usda.gov/mrp/pie/contacts.shtml>. These schools will have a signed Memorandum of Understanding (MOU) executed between the agency and the school.

Employees must:

- a. Complete a Participation Form
<http://www.aphis.usda.gov/mrp/pie/piestartup.shtml>
- b. Get it signed by the immediate supervisor, and
- c. Submit it to the Agency-designated Program Coordinator.

5. OPERATING GUIDELINES

Operating guidelines on administrative aspects of mentoring/tutoring programs are contained in Human Resources Desk Guide (HRDG) Subchapter 4630, A Absence and Leave. This Directive and Subchapter 4630 are available on the MRP Human Resources (MRPHR) home page at <http://www.aphis.usda.gov/mrpbs/hr/index.shtml> the APHIS electronic library at www.aphis.usda.gov/library and the AMS Intranet home page at <http://insideams/issuances>

6. INQUIRIES

- a. Direct routine inquiries to your agency=s designated mentoring/tutoring coordinator.
- b. MRPHRD, Human Resources Enhancement Branch, will provide guidance in interpreting policy and procedures for employees participating in these programs.

/s/

Joanne Munno
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Change 1
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